



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

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**Solicitation: RFP 5600 GAZ3010REBID      Addendum No: 2      Date of Addendum: 7/08/21**

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This addendum is to incorporate the following changes to the above referenced solicitation:

**I. Questions:**

**1. Property Management**

Special requests – Can you please clarify/elaborate on the type of special requests the City is looking for.

Answer: Special requests are any unique requests that does not represent typical real property management support. Some examples include an evidence warehouse, courtroom, vaccine storage, and child care facility.

**2. Temporary Use**

Temporary special use requests – Can you please clarify/elaborate on the type of special use requests the City is looking for.

Answer: A short-term agreement for a vacant or improved property, with a typical term from three to twelve months. May include a special use property or any real property.

**3. Due Diligence Tracking**

Site Security - Please elaborate.

Answer: Any physical security needs or requirements for the site, personnel, or 24/7 operations. Typical measures to deny unauthorized access to facilities, to protect personnel, and to secure the property. May involve multiple layers of security, such as alarms, CCTV surveillance, security guards, protective barriers, locks, access controls, and other deterrent systems.

Signature Authority – Please elaborate.

Answer: Signature authority is the authority of an individual on behalf of a legal entity to enter into a contract, such as a lease agreement.

Government Checks and Regulations – Is there a custom requirement for the City or the generic government standards? Please clarify.

Answer: Tracking of compliance with government rules pertaining to facilities, including city, state, and federal regulations, either through minor customization or the support of ad-hoc fields tied to assets and processes. For example, compliance with land use, zoning, prohibited uses, environmental, and GASB reporting requirements.

#### 4. Acquisitions

Title Commitment – Please elaborate.

Answer: Tracking when a title commitment is ordered, received, updated, and ownership. Also, the ability to track title curative matters.

Survey and Legal Description – Please elaborate.

Answer: Tracking when a survey is ordered, received and updated. Documenting legal description of the property.

Recording Documents for Filing (e.g., deeds, easements, releases, etc.) – Is the City looking for an option where the recorded documents can be uploaded? If not, please elaborate.

Answer: Tracking type of document, date recorded and document number.

Generating Correspondence (e.g., template responses, printing, mail merge, etc.) – Please elaborate.

Answer: Using fields of data already input into the system, the ability to generate various letters, notices etc. through mail merge.

Property and Parcel Details, Notes, and Tracking – Is the City looking for an option where the property and parcel details can be uploaded? If not, please elaborate.

Answer: Tracking various fields and dates throughout the acquisition process; project name, owner name and the dates various tasks are completed.

#### 5. Strategic Facilities Governance

Space and Building Requests – Please elaborate.

Answer: Tracking when the City's Strategic Facilities Governance Team (SFGT) receives and approves requests. SFGT is the City's interdepartmental team that reviews and processes requests for new space and facilities. Within the system, the City is looking for the ability to receive requests, collect details (e.g., through a form submission), and signal process status through notifications or an online indicator (e.g., status report page).

Site Purpose and Tracking – Please elaborate.

Answer: Tracking of space uses and operations, as well as documenting historic uses of facilities.

Utilization Reports – Please elaborate.

Answer: Tracking of space utilization. Summary or detailed reports that are showing the current or historical use of facilities, including square footage, vacancy rates, lease expiration rates, etc.

Request Processing and Tracking – Please elaborate.

Answer: Tracking of progress, from the request submission date, approval, processing, and documenting the entire timeline and final outcome.

**II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

ACKNOWLEDGED BY:

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Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**